



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

Date: May 12, 2004

To: *Early On*® Coordinators

From: Vanessa Winborne
Part C Coordinator

Subject: Self-Assessment Record Review Tools

The checklist for the modified record review necessary to complete the 2004 *Early On* Application is attached. The numbering is different only because we used the numbers from the full record review checklist. To select a representative sample please:

- 1) Select a third of the sample for each year of participation (i.e. a third each for a) initial, b) continuation/second year, and 3) eligible for transition);
- 2) Select records across the four primary agencies (i.e. Public Health, Mental Health, Family Independence Agency, and Education);
- 3) Select by gender and race representation (On the EETRK Data Profile a percentage served by gender and race would give you the representative percentage).

Also attached is another tool to assist with compilation of the information. You should complete each before you start to answer the relevant Self-Assessment questions. Hopefully, this will make it easier for you to complete the 2004 *Early On* Application.

As shared with you during the last Systems Update meeting, all *Early On* Service Areas are to submit a full updated Service Area Plan through the Michigan Electronic Grants System (MEGS). This will ensure an updated version for each *Early On* Service Area. The Service Area Plan information is used for Early On System Review and in the future will be used for the Continuous Improvement and Focused Monitoring.

In closing, thank you for all of your hard work. Please call the *Early On* office at 517-241-1521, if you need further assistance.

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • HERBERT S. MOYER – VICE PRESIDENT
CAROLYN L. CURTIN – SECRETARY • JOHN C. AUSTIN – TREASURER
MARIANNE YARED MCGUIRE – NASBE DELEGATE • ELIZABETH W. BAUER
REGINALD M. TURNER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324